

ADMINISTRATION ASSISTANT

School: Nexus School, Tonbridge
Job Title: Admin Assistant – Pupil Admin, HR & Reception
Reports to: Pupil Admin Manager & HR Lead
Hours: 37 hours per week, Term Time Only
(Additional hours by negotiation)



0JOB DESCRIPTION

Purpose of the Job:

- To provide a full range of administrative tasks within the Pupil Admin, HR & Reception Departments.
- To carry out and minute all pupil related meetings including but not limited to Annual Reviews/Education Health & Care Plan meetings.
- To ensure that pupil administration processes are efficient and effective at all times.
- To provide an efficient administration and reception service to support the smooth operation of the school.
- To support the Receptionist and cover the Reception in the Receptionist's absence.
- Supporting the Human Resources team with administration processes.

Key duties and responsibilities:

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description

Education, Health & Care Plans (EHCPs)

- Assist with necessary preparation prior to the EHCP meeting, liaising with teaching staff, parents and other professionals.
- Manage the meeting with parents, carers, teachers and external agencies.
- Collate documents to be included with the EHCP Annual Review.
- Ensure the timely completion of the EHCP Annual Review paperwork and to monitor responses from Kent County Council's SEN Department.
- Act as a point of contact for enquiries from parents and mainstream schools.
- Provide information and advice to school staff to explain the process and their responsibilities within it including the implications of the SEND Code of Practice.
- Share information with special and mainstream colleagues as required.
- Provide support, advice and guidance on the Annual Review process to all stakeholders, pupils, parents / carers, school staff, and all other involved agencies.
- Manage the Annual Review Diary on a day-to-day basis and plan all reviews in advance.
- Maintain and update Annual Review Tracker on a daily basis.

Care Plans

- Administration of Care Plans.
- Maintain and update the Care Plan Tracker.
- Liaising with school staff to ensure Care Plans are kept up to date.
- Ensuring that the relevant Care Plan procedures are followed.
- Archiving and managing Care Plan documents.

Family Support

- Supporting and signposting families in relation to various queries such as transport, free school meals etc.

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Primary Need Assessment

- Liaise with Kent County Council SEN Department to ensure that the correct primary need for pupils are recorded, following Annual Reviews.
- Follow up on cases where a change of primary need has been agreed to ensure that the school receives the appropriate funding.
- Liaise with the Pupil Administration Manager regarding funding issues.
- Support the class teacher regarding the required paperwork for a change of primary need.
- To undertake any other duties, commensurate with the grade of the post as requested by the SLT.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, records management and data protection, reporting all concerns to an appropriate person.

Reception

- Administration of the communication platforms, including phone calls, emails, post, Parentmail, school website and social media etc.
- To undertake the provision of general administrative and organisational services as needed: typing, filing, shredding, photocopying, post, archiving etc.
- Organising parents evening and other school events.
- Assisting with pupil dinner registers and payments.
- Assist with the arrangements for educational visits and activities, collating risk assessments, purchase, bus bookings etc.
- Assisting with pupil attendance management, completing first day absence calls and running reports.

Human Resources

- Taking minutes at meetings when required remaining confidential at all times.
- Administration and compliance of all school policies within The National College ensuring policies are up to date, approved and read in a timely manner.
- Maintain accurate and up-to-date employee records electronically under GDPR conditions.
- Scanning of documents for Teams files.
- Creating new staff induction information termly.
- Administration of staff absences.
- Arranging tours of the school.

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and I am capable of performing all of the stated requirements.

Signed by Line Manager:

Date:

Signed by employee:

Date:

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PERSON SPECIFICATION

Qualifications	• GCSE English and Maths grade C or above (or equivalent)
Experience	• Experience of undertaking a range of administrative duties • Experience of working in a school and/or SEN environment is desirable. • Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies.
Skills and Abilities	• Able to plan, organise and prioritise work effectively and efficiently within a department • Ability to work with a high degree of accuracy and attention to detail. • Ability to draft correspondence and produce documents of a high standard. • Able to use own initiative to solve problems and respond proactively to unexpected situations and to also be able to recognise when to seek help from manager. • Ability to develop, monitor and maintain effective computerised and manual systems. • Ability to take accurate notes and minutes of meetings. • Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned. • Co-ordination skills when arranging meetings and appointments. • Ability to work within a climate of change. • Ability to deal confidently with people at all levels • Ability to show sensitivity and objectivity in dealing with confidential issues. • Diary and time management skills. • High quality communication skills, both verbally and in writing. • Ability to work effectively under pressure, prioritise and meet deadlines. • Understands and is able to put into practice Health & Safety procedures. • Ability to deal with all clients, work colleagues and students fairly regardless of race, colour, sex, disability, age or religious belief.
Knowledge	• Good knowledge of the work of the school and school systems and processes. • Knowledge of a range of computer applications – including Word, Excel and SIMS. • Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. • Knowledge of computerised and manual filing systems

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	• Awareness of Data Protection (GDPR) and confidentiality issues.	
Behaviours	• Professionalism • Resilience • Problem solving approach • Positive attitude • Adaptable and flexible • Motivated	• Responsible • Able to use initiative • Confident • Able to work under pressure • Honesty and integrity